

Libby High School School - to - Career Internship Program



Our goals can be defined as the following:

- To expand student learning by connecting the classroom to the “real world.”
- To involve students in defining their own educational goals and futures
- To help students define areas of interest their skills and abilities and possible career options through hands-on learning.
- To enable students to acquire experience in career interest areas.
- To give students opportunities to understand how a community functions – i.e. their roles responsibilities.
- To help students acquire knowledge and skills about career and labor markets in order to make good decisions about their future.

This experiential learning experience is an elective class in which students must complete a minimum of 60 “contact hours” and meet standards-based requirements which include: researching career opportunities, timely completion of written assignments and regular meetings with the Career Coordinator at the high school.

Work-site supervisors are asked to provide the intern with a valuable experience that offers insight into what a professional does, the kind of work performed in that field of endeavor and the qualities that make one successful. Interns are evaluated on their performance, utilizing the Colorado Workplace Standards as a guideline:

- Communication Skills
- Organizational Skills
- Thinking Skills
- Worker Qualities
- Technology Skills

As the internship progresses, we hope that the students are allowed to participate to a greater extent in the daily operation of the site’s business, as well as being encouraged to improve their skill level.



School to Career Internship Application Families in Partnership



Families in Partnership Mission

Families in Partnership, Inc. is committed to promoting and developing the potential of families, and improving the community through effective action and leadership. Its purpose is exclusively educational and charitable.

About Families in Partnership

Families in Partnership Inc. (FIP) is a 501(c)(3), nonprofit, corporation. We are an umbrella organization which houses several different grant funded programs. Early Head Start, FIP Family Resource Center, Alison Eanes Score Foundation for Breast Cancer Education, Montana Child Passenger Safety Car Seat program, Project IMPACT, and a few smaller, local programs are all under the FIP umbrella. As a social service agency, we work directly with children and families to coordinate services with the Department of Health & Human Services, Child Protection Service, Child Development Center, local healthcare providers, and Libby Public Schools. We also serve as a resource and referral agency for Lincoln County, providing referrals to local professionals and services.

Internship Opportunities at Families in Partnership

I. Social & Human Services Administration Internship

Social work is an academic and professional discipline that seeks to facilitate the welfare of communities, individuals and societies. It facilitates social change, development, cohesion, and empowerment. Human services is an interdisciplinary discipline with the objective of meeting human needs through an applied knowledge base, focusing on prevention as well as remediation of problems, and maintaining a commitment to improving the overall quality of life of service populations.

Internship Activities will include:

- Human Resources
- Grant Writing and Application
- Budgeting
- Employment Practices
- Program Development & Oversight
- Ongoing Monitoring
- Policies and Procedures
- Data Collection and Management

II. Early Childhood Education

Early childhood education is a branch of education theory which relates to the teaching of young children up until the age of about eight. Infant/toddler education, a subset of early childhood education, denotes the education of children from birth to age three.

Internship Activities will include:

- Using an Evidence Based Curriculum
- Lesson Planning
- School Readiness Goals
- Home Visiting
- Data Collection and Analysis
- Referral Follow-Up
- Family Resource and Referral Guide
- Tracking and Reporting In-Kind

**School to Career Internship Application
Families in Partnership**



Name: _____ Student ID: _____ Date of birth: _____

Current GPA _____ Address: _____ Email Address: _____

Home Phone: _____ Cell Phone: _____

Additional Items to attach to application:

Resume, Transcript with current and proposed schedule for second semester, Letter of Interest.

I am on the College Prep Diploma Track: yes _____ no _____

Teacher Recommendation forms were given to: _____ and _____

Social and Human Services Administration Internship
Internship Activities will include: <ul style="list-style-type: none">• Human Resources• Grant writing and application• Budgeting• Employment Practices• Program Development & Oversight• Ongoing Monitoring• Policies and Procedures• Data collection and analysis

Early Childhood Education Internship
Internship Activities will include: <ul style="list-style-type: none">• Using an Evidence Based Curriculum• Lesson Planning• School Readiness Goals• Home Visiting• Data collection and analysis• Referral follow-up• Family Resource and Referral Guide• Tracking and reporting In-Kind

Student must provide their own transportation to Families in Partnership (it is in walking distance of Libby High School); do you have transportation? ___Yes ___No

Please check semester you are applying to be an intern; Fall Semester _____ Spring Semester _____

PARENT/GUARDIAN:

Internships are typically done out in the community at a “worksite” and although the student is registered for a class, they do not sit in a classroom, but rather, earn their credit by working at the internship worksite. The student needs to be responsible, dependable and self-motivated, with a desire to learn about the career field in which they are working. Once your student has discussed the potential internship with you, please sign below. This does not enroll your student in the class, but rather assures me that you are aware of the potential internship.

Parent Signature

Date

Email Address

Phone Number